

Information Technology Advisory Board Privacy Committee Charter

1.0 Authorization

The Privacy Committee is established at the discretion of the Information Technology Advisory Board (ITAB) Chairperson for the purpose of assisting in the facilitation of ITAB business. This authorization is specified in Section 5.2 of the ITAB charter.

2.0 Name

The official name of this organization is the ITAB Privacy Committee.

3.0 Purpose

The ITAB Privacy Committee (hereafter “the Committee”) is established for the primary purpose of assisting in the facilitation of ITAB business. More specifically, it is intended to provide guidance to the ITAB regarding the protection of privacy as it relates to electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. To qualify, in respect to this committee, privacy is the right of persons to control the collection and use of information about themselves.

3.1 Objectives

The Committee advises ITAB and other state entities on issues applicable to privacy. The Committee fosters cooperation and information sharing among state agencies and other stakeholders to enhance statewide privacy efforts. Specific objectives of the committee include:

3.1.1

Draft privacy policies, standards and/or guidelines for online transactions and electronically transmitted data.

3.1.2

Provide guidance in the development of an online privacy policy statement for the State of Missouri web sites.

3.1.3

Research and/or report on the impact of proposed or passed legislation on privacy issues related to information technology.

3.1.4

Promote online privacy initiatives.

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4.0 Membership

4.1 Members

Representatives of the ITAB member agencies are eligible for Committee membership. Members are official when the ITAB primary member designates in writing, the primary and alternate representatives for that organization. Primary and alternative representatives must be submitted to the Committee chairperson annually.

4.2 Ex Officio Members

Other state agencies that are stakeholders in Missouri IT are eligible for Ex Officio memberships. Ex Officio members are full members except that they do not vote or hold office. It is helpful and desirable for Ex Officio members to be designated in writing to the Committee chairperson, but this notification is not mandatory.

Staff representatives from state agencies may attend meetings, participate in committees or otherwise assist the Committee.

5.0 Structure

5.1 Officers

Chairpersons are designated annually by the ITAB chairperson and presented to ITAB for confirmation in the April ITAB meeting.

5.2 Subcommittees

Subcommittees may be established at the discretion of the Committee chairperson. The chairperson will maintain written documentation of the subcommittee structure and purpose.

6.0 Duties and Responsibilities

6.1 Members

Members are expected to attend and participate in Committee meetings. Members should be well informed on their respective agencies information privacy issues. Members are the link between the Committee and their respective agencies.

6.2 Chairperson

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The Chairperson is responsible for leadership and coordination of all Committee activities. The Chairperson is responsible for maintaining close cooperation and working relations with members and with ITAB. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings and the documentation of meetings.

7.0 Policy and Standards

The Committee will advise ITAB on online and information technology related privacy issues as requested by ITAB.

8.0 Voting

Each member agency is allowed one vote per agency. The member agencies' primary or alternate representatives must cast any required votes. Votes are normally cast during meetings where a quorum of the members is present. A quorum is defined as a simple majority of all the member agencies. Votes can be taken via telephone or e-mail provided the Chairperson informs the entire membership of the circumstances of the issue requiring a vote twenty-four hours prior to the actual vote. Ex-Officio members do not vote.

9.0 Meetings

Committee meetings are normally held on a monthly basis at the discretion of the Chairperson. The meetings are open meetings with the agenda set by the Chairperson. Closed meetings may be held in compliance with RSMo Chapter 610 (Sunshine Law).

10.0 Term of Charter and Amendments

10.1 Term

This charter shall exist as written or as amended by section 10.2 until such time as the ITAB Privacy Committee is dissolved.

10.2 Amendments

This charter shall be amended when a motion to amend is agreed to by a majority of the voting members of ITAB, during a meeting of a quorum of the ITAB members. First, a Privacy Committee member must submit an amendment to the Privacy Committee chairperson in writing. Amendments are presented to the Privacy Committee membership at the first meeting after the Chairperson is in receipt of the amendment, and must be approved by a majority of the voting members, during a meeting of a quorum of members. If approved by the Security committee, the amendment will be sent to the ITAB committee for their approval.